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**Commonwealth of Virginia**

**PRIVATE SECURITY SERVICES ADVISORY BOARD**

**July 10, 2007  
Quarterly Meeting Minutes**

Tuckahoe Public Library  
1901 Starling Drive  
TU Meeting Room  
Richmond, Virginia 23229

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## **Call to Order**

Kevin Hodges, Chairman, called the meeting to order at approximately 10:00 a.m.

## **Attendees**

Kevin Hodges, Chairman; Dennis VanDuzee, Vice-Chairman; Christopher DiMartino, Secretary; Deputy Chief James Cervera; Charles Cicotti; Paul Ellis; Brent Fortner; Seth Oginz; Thomas Turner; and Charles Tobin.

## **Absent**

Harry Merchant notified the Chairman and the Board in advance.

Joseph Maslanka notified the Chairman and the Board in advance.

## **Approval of Agenda**

Seth Oginz moved to approve the agenda as presented. Christopher DiMartino seconded the motion. Motion carried.

## **Approval of Minutes**

Thomas Turner asked that the minutes be amended on the last page to reflect July 10, 2007 as the date of the next meeting. Brent Fortner made a motion to approve the amended minutes for the March 6, 2007, PSSAB meeting. Seth Oginz seconded the motion and the motion carried.

## **New Board Members**

Kevin Hodges welcomed the four new appointees to the Board:

Seth Oginz, Electronic Security Business Representative  
Charles Cicotti, Private Investigator Representative  
Paul Ellis, II, Private Security Business Representative  
Joseph Maslanka, Private Security Business Representative

## **Committee Reports**

Training Committee - no report

Commonwealth Preparedness - no report

## **DCJS Report**

Section Chief Lisa McGee, welcomed the new Board members. Ms. McGee reported that since the last Board meeting, she had been offered and had accepted the position of Chief of the Private Security Services Section. Ms. McGee stated that she was excited about continuing to work in this role along with the dedicated, professional and talented staff in Private Security Services.

## **Initiatives**

Private Security Services is tasked by statute to protect public safety. DCJS enforces the Code and Regulations and ensures that the industry operates within these guidelines. However, Private Security Services also strives to be of assistance to the industry to ensure public safety of Virginia and will provide assistance towards partnerships and initiatives that fall within the Agency's authority and capability.

Ms. McGee reported that the Section will continue to focus on the initiatives to increase awareness of public safety by increasing awareness with the public, with emergency services, fire personnel and law enforcement. Ms. McGee asked that DCJS and the Industry continue to educate others

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about what private security can offer. The goal is to protect Virginia's future and to be one of the forerunners in private security services in the nation.

DCJS is continuing the implementation of the web-based licensing system and looking at the initial rollout beginning in October 2008.

DCJS is also continuing to working with other public agencies in Virginia as well as establish some partnerships with security agencies in other states, to see how Virginia can continue to improve.

## **Regulations**

The Regulations Relating to Property and Surety Bail Bondsman Regulations were adopted by the Criminal Justice Services Board and are currently under Executive Review. Once approved by the Governor, there is a minimum forty-five day turnaround time established in the Administrative Code for the Bail Bondsmen regulations to become effective.

Bail Enforcement Agents Regulations are currently in the proposed stage. There has been a request for a revision to their training requirements. Once the revision is complete the regulations will be submitted for public comment.

It is anticipated that the Regulations Related to Private Security Service will be posted for comment by the end of the summer. Ms. McGee asked if the Board could establish a sub committee to work with DCJS on the Private Security Services Regulations.

## **Legislature**

DCJS plans to have House Bill 3003, that was tabled by last year's General Assembly, reintroduced. Ms. McGee asked that a sub committee be established to review the language and work with the agency and the industry. The two main changes in this Code section are the recommendation for a Training Director Certification program and changing the credential of a training school from a certification to a license.

## **Staffing**

Ms. McGee advised the Board that the staffing of Private Security Services Section would be going through an internal reorganization. Based on the lack of funds available to hire additional investigators, Robbie Robertson will be joining the Enforcement Unit. DCJS has also done some modifications in the Licensing Unit, managed by Kim Freiburger. The Private Security Services Section has application processing specialists who deal with all four programs. Once the reorganization is finalized, each application processor will be individually handling an aspect of the programs.

Since DCJS will not be hiring for any new positions, except for the current vacancies, the duties previously assigned to Robbie Robertson as the Administration Manager, customer service, criminal histories, credentials and Photo ID's will be allocated to the other managers. Criminal History will be going under the Regulatory Program Manager, Customer Service to the Training Manager, Kim Buckner and the Credentials Unit will fall under the Licensing Manager, Kim Freiburger. As soon as the official reorganization is complete, a notice will be sent to the Industry.

## **Licensing**

Kim Freiburger, Licensing and Registration Manager reported that her unit is moving forward with the initiative for the renewal system for individual registrations. Currently, DCJS sends out fifteen hundred applications, in the mail, each month. DCJS is learning from other agencies and

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simplifying the process to a renewal postcard that advises the individual of their pending renewal and directs them to visit the website and renew online. DCJS is encouraging people to utilize the online services in which they can utilize credit card payment. Using the on-line system, alleviates the workload of paperwork and data processing and ensures correct information is provided. DCJS is also trying to consider the cost effectiveness of the Internet. DCJS is working with their Graphics Department to create the postcards and hope to have them for August renewals.

## **Training**

Kim Buckner, Training/Certification/Customer Service Manager reported to the new members of the Board, as well as the existing members, that they should seek Private Security Services out as a resource.

On behalf of her colleagues, Ms. Buckner thanked Ms. McGee for serving as the Interim Section Chief.

Ms. Buckner advised the board of a new staff member in the Customer Service Unit, Frederick Ahwireng, who joins the team as the Customer Service Coordinator.

Ms. Buckner advised the members and the attendees of the in-service training alternative credit available for instructors at this year's conference. Ms. Buckner also stated that two Compliance Agent In-Service training sessions, and one Firearms Instructor in-service training session with a special guest instructor will be conducted.

Ms. Buckner reported that the Enforcement Section and the Training Section are working together on some of the strongest areas of concern related to training, primarily the firearms training program. There have been some deficiencies noted and DCJS is taking active and proactive steps towards improvement, both from a compliance and enforcement standpoint.

Ms. Buckner noted that an Administrative Compliance Memorandum was sent out in early June to all School Directors for the purpose of assisting them with maintaining compliance. The memorandum reiterated some of the administrative requirements of the Regulations and provided instructions to assist the schools with the process.

## **Criminal History**

Robbie Robertson, Administration Manager, welcomed the new Board members.

Robbie reported on the Criminal History Section and the implementation of the bump-back system regarding fingerprints. The bump-back system is when you submit a fingerprint card; the State Police will maintain these fingerprints in a database. If an individual whose prints are maintained in the system gets arrested, the arrest record will automatically bump against those prints that are on file and at that point, DCJS will be notified that the individual has been arrested. Right now, this system will deal only with Virginia arrest records but, once the FBI gets onboard, it will be a fantastic program. It has worked great in other states and it is a true way of knowing if you have people out there who have repeat criminal records. It looks like the FBI is hopefully going to be onboard with the bump-back system within the next three to five years.

There is one more meeting scheduled with the State Police and we will probably be phasing in the bump-back system with Bail Bondsman and Bail Enforcement Agents within the next year, year and a half.

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## Conference

DCJS is providing an on-line registration for the conference this year. If you go to the DCJS website, there are two links to the conference, one is for the conference sponsorship and one is for registration. If you click on that, it will take you to our DCJS Events Registration Form, which allows you to register right online. It will be a smooth process and you can use your credit card, or select another method of payment. On-line Sponsorship works the same way.

It was decided that this year, rather than giving a free registration to people who sponsor over \$500.00 that DCJS would provide the sponsor with a DCJS Conference Sponsor golf-shirt. The golf-shirt will state that you are a conference sponsor and we hope the sponsors will wear them to provide them with additional recognition for their generosity. There will be some exciting training going on, Virginia Beach Police Department is going to be doing a segment on gang violence, the Fairfax County Police Department will talk about False Alarm Reductions, a segment will be focusing on Campus Security as well as motivational speakers for management.

The theme for the conference this year is "Protecting Virginia's Future". We're talking about the children of today who are coming up in society and we are really gearing the conference around that. In fact, we hope to get some local children from the Virginia Beach area involved in the conference. So, please visit our website, the registration forms are out there, we will have a preliminary agenda out there hopefully within the next couple weeks.

## Compliance/Enforcement

Burt Walker, Compliance and Enforcement Manager, welcomed the new Board members and assured them that Compliance Enforcement is available to them for any assistance they may need.

For the first two quarters of this year, Compliance Enforcement decreased the number of cases opened by fifteen percent, decreased the cases assigned by twenty percent, and more importantly, increased cases closed by ninety-one percent.

In the first two quarters of last year, the Compliance Enforcement Section only accomplished three business audits. So far this year, they have accomplished twelve. Of the twelve, three were found to be "in compliance"; nine were "not in compliance". With the addition of Mr. Robertson, when he moves to the field as an Agent/Investigator the section intends to increase the number of business audits and training school audits.

Ellie Culbertson is our Administrative Investigator and she has the responsibility of the self-audit program and she is in charge of putting together the Compliance Enforcement Bulletin, which we will try to get out soon.

Business self-audits for the first six months of last year, sixty-two were completed, eight were found to be "not in compliance", two had violations which were correctible so were "compliance obtained" and fifty-two were "in compliance".

So far for the first half of this year, we have completed 158, which is a 115 percent increase over last year. 112 were "in compliance", 24 "not in compliance" and 21 "compliance obtained". The difference between "compliance obtained" and "not in compliance" is that there are some violations that you cannot correct, once you have made them, history goes on, that's the way it is, you can't do

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anything about them. If somebody is really documenting something improperly and we can correct that problem and get everything documented, that is considered "compliance obtained".

We also started the self-audit program for Training Schools. We have completed 48 this year, 32 were found to be "in compliance", five "not in compliance" and 11 were "compliance obtained".

Star Spillman is our Case Intake Specialist. Her job includes docketing all the investigations and developing investigative files for the investigators to work from, she provides support for the investigators that are in the field, she docketed all the Informal Fact-Finding Conferences, she prepares and manages all the Consent Orders and, keeps track of them and, the number we have going out, that in itself is quite a task.

Bob Tortolani is the Agent/investigator for the Tidewater area, Jeff Scott is the Agent/Investigator for the Northern Virginia area, Tim Haymore is the Agent/Investigator for the Southwest area and they will be working as field agents. We have been able to establish the ability for them to operate as field agents with the use of laptop computers remotely, to verify information and so forth. Since we made this change we anticipate finding more time to do compliance inspections.

Investigators are going to visit businesses. They are going to visit training schools. They might not visit to do a compliance inspection but they are going to walk through the door and at least meet with the owners, the compliance agents and make themselves available to help correct any problems there may be. It is so much easier for us to keep people from getting into compliance trouble than it is to get them out once they are in trouble.

We are glad Lisa is now permanently the Chief and we've got some direction going and we're getting there as quickly as we can. Anything we can help the Board with or any business owners, licensee or certified individuals, just say. Thank you.

Chair Kevin Hodges asked for any comments from the Board regarding the DCJS report. There were none.

### **Board Comments**

Chair Kevin Hodges recognized the four former Board Members, Chris Stuart, (who was present at the meeting) Rafe Wilkinson, Connie Higginbotham and Bill Stollhans. The Board will definitely recognize the former Board members at the October conference and appreciates your service to the Board.

The other announcement is that at the last CJSB (Criminal Justice Services Board) meeting, Ken Davis, our Bail Bondsman Representative, tendered his resignation. I accepted his resignation and so we are going to be looking to fill that representative position here. The Notice of Vacancy will go out soon, the applications will be online and for our next CJSB meeting, which is in September, the Nominations Committee of the CJSB will meet to appoint that person.

The last thing is, under the reorganization, I want to make a public comment, is that we will miss Kathy Truesdale. She did a lot for the Board and was always very organized and kept me organized and that's just from a personal level I want to recognize her.

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Chair Hodges asked if there were any additional comments on the DCJS report. Deputy Chief James Cervera asked Robbie Robertson to E-mail him and let him know where they want to plug in the gang violence presentation and the time that you want to allot for it. Deputy Chief Cervera also asked if the Honor Guard was squared away also. Robbie Robertson responded that both the gang violence presentation and Honor Guard are squared away.

Deputy Chief Cervera asked that the minutes reflect that he was in attendance and had not missed a meeting in a year.

## **New Business**

Chair Hodges advised the Board that according to the By-Laws, the Chair can serve in a role up to two years. It is a one-year term, with no more than two terms in an eight-year tenure. Chair Hodges advised that his time is up, as well as the Vice Chair position, Dennis VanDuzee who has served the last two years. Dennis is eligible by the By-Laws to serve two years in the Chair role.

## **Election of Officers**

Brent Fortner nominated Dennis VanDuzee for Chairman. Chris DiMartino seconded the motion and the motion carried.

Thomas Turner nominated Chris DiMartino for Vice-Chairman. Charles Cicotti seconded the motion and the motion carried.

Dennis VanDuzee, Chair, designated Thomas Turner to serve as Secretary to the PSSAB.

## **Additional Board Comments**

Thomas Turner advised the Board and the Industry that with the recent event at Virginia Tech and the upcoming report from the committee appointed by the Governor to review the handling of the incident, campuses may be looking to add additional security staff and surveillance and the Industry may have the opportunity to increase their presence on college and university campuses.

Charles Tobin asked that DCJS look into reciprocity for Personal Protection Specialist, as provided for private investigators, because Personal Protection Specialists are a rather transient group who hop from state-to-state on a daily basis it would be helpful if there was something in place to let the Personal Protection Specialists know what states they can enter while on duty.

Brent Fortner thanked the Industry for attending the meeting and thanked Kevin Hodges for his tenure as Chair, his hard work and dedication.

Kevin Hodges asked that the Board form two sub committees, as requested by Lisa McGee in the DCJS report, one for Private Security Regulations and one for House Bill 3003. Since a motion was not required to set up sub committees, Chair Dennis VanDuzee set up the sub committees as follows:

1. A sub committee for Private Security Regulations to review all the Regulations. Charles Tobin, Paul Ellis and Charles Cicotti volunteered for this sub committee.
2. A sub committee to review the language of House Bill 3003 that was introduced last year. Kevin Hodges, Brent Fortner and Chris DiMartino volunteered to be on this sub committee.

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## **Public Comments**

Bill Scouten of Hampton Roads asked that the Board recognize two long time members of the Industry who passed away recently, Roosevelt Pryer, owner of a Virginia Detective & Security Agency, Inc. in Virginia Beach and Pete Newman who was an instructor, most recently with Mid-Atlantic Training Academy in Hampton.

## **Announcements**

The next meeting of the PSSAB will be at the DCJS/Private Security Services Conference in Virginia Beach on October 9, 2007.

## **Adjournment**

Kevin Hodges made a motion to adjourn the meeting. Christopher DiMartino seconded the motion. The motion carried and the meeting was adjourned.

## **Public Attendees**

James H. Rowe  
Jennie McLamb  
Thomas Turner  
Bill E. McCrory, Jr.  
Tom Kramer  
Pat Moore  
Bill Scouten  
George Haudricourt  
Sheri Lynn Coffman  
Stephanie Para  
Mariah Crawford  
George R. Hags  
Mary Kay Wakefield  
James Darrington